



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, FEBRUARY 24, 2010  
12:00 NOON  
COMMISSION HEADQUARTERS  
2 CORAL CIRCLE  
MONTEREY PARK, CA 91755  
(323) 890-7001**

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**1. Call to Order**

**2. Roll Call**

**Adriana Martinez, Chair**  
**Alberta Parrish, Vice Chair**  
**Henry Porter, Jr.**  
**Severyn Aszkenazy**  
**Lynn Caffrey Gabriel**  
**Zella Knight**  
**Mary Lou Leggett**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of January 27, 2010

**4. Report of the Executive Director**

**5. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

**Regular Agenda**

**6. Approve the Annual Plan for the Housing Authority of the County Of Los Angeles (All Districts)**

Recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy



for the Conventional Public Housing Program, the Public Housing Lease Agreement, and the Section 8 Tenant-Based Program Administrative Plan; adopt and instruct the Chair to sign a Resolution approving the Annual Plan for submission to HUD, and authorizing the Executive Director to take all actions required for implementation of the Annual Plan; authorize the Executive Director to execute all documents required to receive approximately \$5,900,000 in Capital Fund Program funds from HUD for resident programs, operating costs, and the rehabilitation of 1,787 housing units at 13 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan; authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and to submit the Annual Plan to HUD by April 17, 2010. (APPROVE)

7. **Approve Vacant Property Security System Contract for Various Housing Developments (All Districts)**

Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a one-year Contract with Vacant Property Security, Inc. to provide a vacant unit security system for the Ujima Village housing development and other housing developments as needed, following approval as to form by County Counsel, using a maximum of \$475,820 in Community Development Commission General Funds and \$5,000 in Conventional Public Housing Operating Funds included in the Housing Authority's approved Fiscal Year 2009-2010 budget for the this purpose; authorize the Executive Director to execute Contract amendments and to extend the Contract term for up to two additional years, in one-year increments, at the same annual compensation of \$480,820, using funds to be requested through the annual budget process. (APPROVE)

8. **Approve a Construction Contract for the General Rehabilitation of the Kings Road Senior Housing Development in the City of West Hollywood (District 3)**

Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a Contract in the amount of \$3,912,009 with Cal-City Construction, Inc. to complete the interior and exterior rehabilitation at the Kings Road senior housing development, using \$1,800,000 in Kings Road Operating Revenue and \$2,112,009 in Community Development Commission General Funds; authorize the Executive Director to approve contract change orders not exceeding \$782,401 for unforeseen project costs, using the Community Development Commission General Fund loan. (APPROVE)

9. **Approve Construction Contract for Wood Repair at the Nueva Maravilla Housing Development in Unincorporated East Los Angeles (District 1)**

Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a Contract with

CJPRO Inc. to complete the exterior improvements at the Nueva Maravilla housing development, following approval as to form by County Counsel, and using a total of \$258,300 in Community Development Block Grant funds allocated to the First Supervisorial District and included in the Housing Authority's approved Fiscal Year 2009-2010 budget for this purpose; authorize the Executive Director to approve Contract change orders not exceeding \$51,660 for unforeseen project costs, using the same source of funds. (APPROVE)

**10. Approve Construction Contract for Air Conditioner Replacement at the Quartz Hill I and II Housing Developments in Unincorporated Quartz Hill (District 1)**

Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a Contract with Western Group Inc., for Heating, Ventilating, and Air Conditioning (HVAC) improvements at the Quartz Hill I and II housing developments, using a total of \$346,000 in Capital Fund Program funds allocated by the U.S. Department of Housing and Urban Development and included in the Housing Authority's approved Fiscal Year 2009-2010 budget for this purpose; authorize the Executive Director to approve Contract change orders not exceeding \$34,600 for unforeseen project costs, using the same source of funds. (APPROVE)

**11. Authorize Use of Section 8 Administrative Funds to Provide Leased Vehicles with a Full Maintenance Service Program (All Districts)**

Recommend that the Board of Commissioners authorize the Executive Director to use up to \$110,000 in Section 8 administrative funds to fund a five-year contract with Enterprise Fleet Management, which will be executed by the Community Development Commission on behalf of the Housing Authority, to provide five leased vehicles with a full maintenance service program for Antelope Valley Section 8 inspectors. (APPROVE)

**12. Concurrence to Approve Construction Contract for Common Area Flooring Replacement at Four West County Housing Developments (District 3)**

Concur with the Board of Supervisors/Commissioners' action to award and authorize the Executive Director to execute and if necessary terminate a contract with JR Universal Construction, Inc. to complete the replacement of common area flooring and other associated work at the Marina Manor I and II housing developments, Palm Apartments and West Knoll Apartments, using \$335,171 in American Recovery and Reinvestment Act Capital Fund Program (ARRA CFP) funds allocated by the U.S. Department of Housing and Urban Development for this purpose; authorize the Executive Director to approve contract change orders not exceeding \$67,034 for unforeseen project costs, using the same source of funds and to incorporate \$402,205 in ARRA CFP funds into the Housing Authority's approved Fiscal Year 2009-10 budget for the purposes described above. (CONCUR)

**13. Housing Commissioners Comments and Recommendations for Future Agenda Items**

Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [marisol.ramirez@lacdc.org](mailto:marisol.ramirez@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, January 27, 2010

The meeting was convened at the Nueva Maravilla housing development located at 4909 Cesar E. Chavez Avenue, Los Angeles.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Adriana Martinez at **12:08** p.m.

**ROLL CALL**

	<u><b>Present</b></u>	<u><b>Absent</b></u>
Adriana Martinez, Chair	X	
Alberta Parrish, Vice Chair	X	
Henry Porter, Jr.	X	
Severyn Aszkenazy		X
Lynn Caffrey Gabriel	X	
Zella Knight	X	
Mary Lou Leggett	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Bobbette Glover, Assistant Executive Director  
Dorian Jenkins, Assistant Executive Director, Housing Programs  
Maria Badrakhhan, Director, Housing Management  
Emilio Salas, Director, Administrative Services  
Margarita Lares, Director, Assisted Housing

**GUESTS PRESENT:**

Mr. Chris Amegatcher, resident of Colonia De Las Rosas housing development and former Tenant Commissioner, was present.

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Porter, seconded by Commissioner Parrish, the Minutes of the Regular Meeting of December 16, 2009, were approved. Commissioner Knight and Commissioner Leggett abstained.

**Agenda Item No. 4 - Report of the Executive Director**

Ms. Bobbette Glover presented the following report on Ujima Village:

- A written report on Ujima Village could not be provided this month due to several last minute occurrences. The three remaining occupied units will

be vacated within three to four weeks, after which a private security contractor will patrol the site during the most potentially dangerous hours.

Exxon Mobile's request for additional time to continue its investigation and submit a report on Magic Johnson Park has been approved by the Water Board.

- A response regarding partial reimbursement claims submitted to HUD is pending.
- Additional personal injury and wrongful death claims have been received, for a total of 742 claims. Of these, 258 names have been matched to the Housing Authority's historical rent rolls.
- The Housing Authority has responded to the first Public Records Act request submitted by the plaintiff's counsel, and a response is being prepared to the second request.
- Another community meeting was held with the Black Community Task Force. This health task force is requesting studies on the extent of lead contamination and possible impact on former residents of the site and surrounding community. The Department of Public Health has committed to reviewing lead poisoning data to determine if area residents might have elevated levels of lead in their blood.
- Commissioner Gabriel asked if the Board of Supervisors has given permission to proceed with evictions. Ms. Glover responded that the Board has given permission and one eviction notice has been issued; however, there are procedural matters that preclude us from issuing the eviction notices to the remaining two Ujima Village residents.
- A written report on the status of Ujima Village will be provided in advance of the next meeting.

Mr. Dorian Jenkins presented the following report:

- As a follow-up to a previous inquiry, Mr. Jenkins reported that new emergency supplies were purchased and distributed to the housing developments in 2009. These items are good for up to 5 years.
- February 10, 2010 end the 45-day comment period for the Annual Plan.
- In order to meet our obligation deadline, we went to the Board for approval of a construction contract to replace common area flooring at several housing developments. This item will come to you for concurrence at the next meeting.

- A full report regarding the McKay Management Services contract will be provided at next meeting.

**Agenda Item No. 5 – Public Comments**

No public comments were received.

**Regular Agenda**

**On Motion by Commissioner Gabriel, seconded by Commissioner Knight, and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE CONSTRUCTION CONTRACT FOR THE REPLACEMENT AND  
MODERNIZATION OF PARKING LOTS AND SIDEWALKS AT THE  
CARMELITOS FAMILY HOUSING DEVELOPMENT IN THE CITY OF LONG  
BEACH (FOURTH DISTRICT)  
AGENDA ITEM NO. 6**

1. Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a Contract with Cal-City Construction Inc. for the replacement and modernization of six parking lots and sidewalks at the Carmelitos family housing development in Long Beach, using \$1,657,000 in American Recovery and Reinvestment Act Capital Fund Program (ARRA CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) for this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$331,400 for unforeseen project costs, using the same source of funds.
3. Recommend that the Board of Commissioners authorize the Executive Director to incorporate \$1,988,400 in ARRA CFP funds into the Housing Authority's approved Fiscal Year 2009-10 budget for the purposes described above.
4. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

**On Motion by Commissioner Knight, seconded by Commissioner Gabriel, and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE A CONSTRUCTION CONTRACT FOR THE REPLACEMENT AND  
MODERNIZATION OF THREE PARKING LOTS AND ADJACENT  
SIDEWALKS AT THE HARBOR HILLS HOUSING DEVELOPMENT IN THE  
CITY OF LOMITA (FOURTH DISTRICT)  
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a Contract with Cal-City Construction Inc. for the replacement and modernization of three parking lots and adjacent sidewalks at the Harbor Hills housing development, using \$955,000 in American Recovery and Reinvestment Act Capital Fund Program (ARRA CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) for this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$191,000 for unforeseen project costs, using the same source of funds.
3. Recommend that the Board of Commissioners authorize the Executive Director to incorporate \$1,146,000 in ARRA CFP funds into the Housing Authority's approved Fiscal Year 2009-10 budget for the purposes described above.
4. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

**On Motion by Commissioner Martinez, seconded by Commissioner Knight, and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE CONSTRUCTION CONTRACT FOR AMERICANS WITH  
DISABILITIES ACT UPGRADES AT THE NUEVA MARAVILLA HOUSING  
DEVELOPMENT IN UNINCORPORATED EAST LOS ANGELES  
(FIRST DISTRICT)  
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a Contract in the amount of \$234,440 with T & K Construction Co. to complete Americans with Disabilities Act (ADA) upgrades at the Nueva Maravilla



housing development, using \$234,440 in American Recovery and Reinvestment Act Capital Fund Program (ARRA CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) for this purpose.

2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$46,888 for unforeseen project costs, using the same source of funds.
3. Recommend that the Board of Commissioners authorize the Executive Director to incorporate \$281,328 in ARRA CFP funds into the Housing Authority's approved Fiscal Year 2009-10 budget for the purposes described above.
4. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

**On Motion by Commissioner Gabriel, seconded by Commissioner Knight, and unanimously carried, the following was approved by the Housing Commission:**

ADOPT A RESOLUTION ACCEPTING THE VOLUNTARY TRANSFER OF  
HOUSING CHOICE VOUCHERS FROM THE COMMUNITY DEVELOPMENT  
COMMISSION OF THE CITY OF SANTA FE SPRINGS TO THE HOUSING  
AUTHORITY OF THE COUNTY OF LOS ANGELES  
(ALL DISTRICTS)  
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the attached resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority and administrative fees from Santa Fe Springs to Housing Authority; and authorize the Executive Director to submit the Resolution and all related documents to the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners find that the transfer of Section 8 Housing Choice Vouchers is not subject to the provisions of the California Environment Quality Act (CEQA) because the activity is not defined as a project under CEQA.

## **Agenda Item No. 10 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Porter commented on the following:

- Commissioner Porter expressed his appreciation for receiving the Summary of Parliamentary Procedures in its new format, which is very useful.
- Commissioner Porter thanked staff for the new format of reporting the pursuit and implementation of American Recovery and Reinvestment Act (ARRA) funds. Under the Green Retrofit Program for Multifamily Housing section of the report, he commended staff for clarifying the misunderstanding with HUD which will ensure that the Housing Authority's application is reinstated and considered for a potential award.
- Commissioner Porter asked that the Commissioners return various components of the agenda packets for reuse.

Commissioner Parrish asked if the heavy rains caused any damage at the housing developments. Ms. Badrakhan responded that nothing significant occurred.

Commissioner Martinez asked that new Commissioners Knight and Leggette be briefed on various issues discussed at the meetings. Commissioner Knight responded that they had been briefed on the ongoing Ujima Village matter.

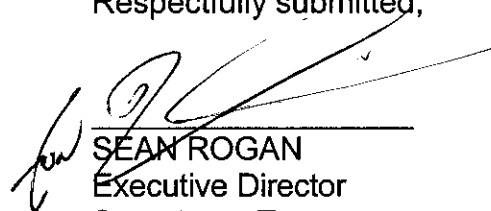
Commissioner Gabriel wished everyone a Happy New Year.

Commissioner Martinez inquired about the NAHRO conference. Lourdes Moreno provided details on the date of the conference and the registration deadline. Commissioners Martinez and Knight expressed interest in attending the 2010 conference in Washington, D.C.

Ms. Badrakhan introduced former Tenant Commissioner Mr. Chris Amegatcher. Mr. Amegatcher congratulated the Housing Commission for addressing the parking problem at the Colonia De Las Rosas housing development. He asked that Housing Authority write-off his rent due during the time of parking lot construction. Staff agreed to meet with Mr. Amegatcher after the meeting to discuss the matter. Ms. Badrakhan added that parking lot construction is progressing and is being funded by ARRA.

On Motion by Commissioner Porter the Regular Meeting of January 27, 2010,  
was adjourned at 1:11 p.m.

Respectfully submitted,



SEAN ROGAN  
Executive Director  
Secretary –Treasurer

**FOR YOUR  
INFORMATION**

## HOUSING AUTHORITY COUNTY OF LOS ANGELES - CONVENTIONAL AND NON-CONVENTIONAL HOUSING

FOR YOUR INFORMATION ONLY

GROUP NO.	SITE	ADDRESS	NO. OF UNITS	HUD DEV. NO.	PROJECT NUMBER	Year Built	Year Acquired
1	Carmelitos (family)	700 Via Wanda, Long Beach 90805	558	CA16P002001	SS1102	1939	1939
1	Carmelitos (senior)	781 Via Carmelitos, Long Beach 90805	155	CA16P002026	SS1102	1939	1939
<b>Total Unit Count: Carmelitos</b>			<b>713</b>				
2	Harbor Hills (family/senior)	26807 S. Western Ave., Lomita 90717	301	CA16P002002	SS1203	1941	1941
<b>Total Unit Count: Harbor Hills</b>			<b>301</b>				
3	Nueva Maravilla (family/senior)	4919 E. Cesar E. Chavez Ave., Los Angeles 90022	504	CA16P002004	SS1301	1943	1942
<b>Total Unit Count: N. Maravilla</b>			<b>504</b>				
4	West Knoll (senior)	838 West Knoll Ave., West Hollywood 90069	136	CA16P002014	SS3001	1977	1979
4	Palm Apartments (senior)	959 Palm Ave., West Hollywood 90069	127	CA16P002014	SS3002	1978	1979
<b>Total Unit Count: West County 1</b>			<b>263</b>		<b>Admin Project XX0639</b>		
5	Marina Manor I (senior)	3401 Via Dolce, Marina Del Rey 90292	112	CA16P002013	SS3003	1983	1984
5	Marina Manor II (senior)	3405 Via Dolce, Marina Del Rey 90292	71	CA16P002027	SS3003	1983	1984
5	Ocean Park (family/senior)	175 Ocean Park Boulevard, Santa Monica 90405	22	CA16P002016	SS3006	1947	1966
5	Monica Manor (family)	1901-1909 11th Street, Santa Monica 90405	19	CA16P002097	SS3007	1987	1989
<b>Total Unit Count: West County 2</b>			<b>224</b>		<b>Admin Project XX0635</b>		
6	Orchard Arms (senior)	23410-23540 Wiley Canyon Rd., Valencia 91355	183	CA16P002030	SS2001	1980	1980
6	Foothill Villa (senior)	2423 Foothill Boulevard, La Crescenta 91214	62	CA16P002029	SS2002	1981	1982
6	Quartz Hill I (family)	5028 West Avenue L-12, Quartz Hill 93536	20	CA16P002062	SS2003	1984	1984
6	Quartz Hill II (family)	42051 51th Street West, Quartz Hill 93536	20	CA16P002069	SS2003	1984	1984
<b>Total Unit Count: North County</b>			<b>285</b>		<b>Admin Project XX0620</b>		
7	Francisquito Villa (family)	14622 Francisquito Ave., La Puente 91746	89	CA16P002015	SS4002	1979	1980
7	Carmelita Avenue (senior)	354-354 So. Carmelita Ave., Los Angeles, 90063	2	CA16P002091	SS4003	1955	1985
7	McBride Avenue (family)	1229 So. McBride Ave., Los Angeles, 90023	4	CA16P002021	SS4004	1968	1984
7	Williamson Avenue (family)	706-708 1/2 So. Williamson Ave., Los Angeles, 90022	4	CA16P002020	SS4005	1972	1983
7	Triggs Street (family/senior)	4432-4434 1/2 Triggs St., Los Angeles 90023	4	CA16P002097	SS4006	1964	1983
7	Simmons Avenue (family)	927 So. Simmons Ave., Los Angeles, 90022	4	CA16P002021	SS4007	1939	1983
7	4th & Mednick (family)	341 So. Mednick Ave., Los Angeles, 90022	2	CA16P002034	SS4009	1985	1985
7	Arizona & Olympic (family)	1003-1135 So. Arizona Ave., Los Angeles 90022	18	CA16P002048	SS4010	1984	1985
7	Whittier Manor (senior)	11527 Slauson Ave., Whittier 90606	49	CA16P002033	SS4011	1985	1982
7	Herbert Ave (senior)	133 Herbert Ave., Los Angeles 90063	46	CA16P002058	SS4012	1985	1984
7	Sundance Vista (family)	10850 Laurel Ave., Whittier 90605	41	CA16P002158	SS4014	1999	1999
<b>Total Unit Count: East County</b>			<b>283</b>		<b>Admin Project XX0640</b>		
8	El Segundo I (family)	1928/3749 E. El Segundo Blvd., Compton 90222	30	CA16P002023	SS5001	1972	1982
8	South Bay Gardens (seniors)	230 E. 130th St., Los Angeles 90061	100	CA16P002032	SS5002	1982	1983
8	1115-16 W. 90th St. (family)	1115-16 W. 90th St., Los Angeles 90044	18	CA16P002091	SS5005	1970	1984
8	El Segundo II (2140) (family)	2140-2144 1/2 E. El Segundo Blvd., Compton 90222	13	CA16P002052	SS5015	1982	1985
8	El Segundo II (2141) (family)	2141-2145 E. El Segundo Blvd., Compton 90222	5	CA16P002061	SS5015	1985	1985
8	9104-18 S. Bandera St. (family)	9104-18 S. Bandera St., Los Angeles, 90002	8	CA16P002080	SS5016	1983	1983
8	1535 E. 83rd Street (family)	1535 E. 83rd St., Los Angeles 90002	2	CA16P002080	SS5017	1985	1985
8	1615-17 E. 87th Street (family)	1615-17 E. 87th St., Los Angeles 90002	4	CA16P002067	SS5018	1982	1985
8	8739 Beach St. (88th & Beach) (family)	8739 Beach St., Los Angeles 90002	4	CA16P002056	SS5019	1982	1985
8	4212-20 E. Addington Street (family)	4212-20 E. Addington St., Compton 90221	3	CA16P002071	SS5020	1982	1984
8	W. Imperial (family)	1221 & 1309 E. Imperial Hwy., Los Angeles 90044	9	CA16P002132	SS5026	1991	1992
8	Athens (family)	1120 W. 107th St., 1310 W. 110th St., & 11104 S. Normandie Ave., Los Angeles 90044	10	CA16P002127	SS5027	1988	1996
8	1527 E. 84th (family)	1527 E. 84th St., Los Angeles 90001	4	CA16P002107	SS5029	1998	1998
8	Jarvis Avenue (family)	12920 Jarvis Ave., Los Angeles 90061	1	CA16P002107	SS5030	1997	1997
8	Woodcrest I (family)	1239 W. 109th St., Los Angeles 90044	10	CA16P002066	SS5003	1983	1984
8	Woodcrest II (family)	1245 W. 109th St., Los Angeles 90044	10	CA16P002090	SS5003	1983	1984
8	1101-09 W. 91st (family)	1101-09 W. 91st St., Los Angeles 90044	16	CA16P002021	SS5006	1965	1983
8	1232-34 E. 119th (family)	1232-34 E. 119th St., Los Angeles 90059	2	CA16P002021	SS5007	1955	1986
8	1231-33 E. 61st (family)	1231-33 E. 61st St., Los Angeles 90001	6	CA16P002021	SS5008	1961	1983
8	1100 W. 106th Street (family)	1100 W. 106th St., Los Angeles 90044	10	CA16P002021	SS5009	1970	1984
8	1104 W. 106th Street (family)	1104 W. 106th St., Los Angeles 90044	10	CA16P002020	SS5009	1970	1984
8	1320 W. 107th (family)	1320 W. 107th St., Los Angeles 90044	18	CA16P002021	SS5010	1970	1984
8	11431-463 S. Normandie (family)	11431-463 S. Normandie Ave., Los Angeles 90047	28	CA16P002020	SS5011	1970	1984
8	1027-33 W. 90th (family)	1027-33 W. 90th St., Los Angeles 90044	6	CA16P002078	SS5014	1983	1986
8	W. 106th Street & Budlong (family)	1334-38 W. 106th St., 9410 & 11126 Budlong Ave., Los Angeles 90044	11	CA16P002079	SS5021	1983	1985
8	W. 94th & 95th Street (family)	1035-37 1/2 W. 94th St. & 1324 W. 95th St., Los Angeles 90044	8	CA16P002060	SS5022	1983	1985
8	W. 105th & 106th (family)	1336-40 W. 105th St. & 1057 W. 106th St., Los Angeles 90044	13	CA16P002124	SS5024	1991	1991
8	Century Wilton (family)	10025 Wilton Place, Los Angeles 90047	40	CA16P002020	SS5025	1965	1984
8	11248 S. Budlong (family)	11248 S. Budlong, Los Angeles 90044	6	CA16P002138	SS5028	1991	1996
8	111th & Firmona	11117 & 11119 Firmona Ave., Lennox 90304	2	Pending	SS5031	1967	2008
8	Linsley	4621 & 4625 Linsley St., Compton 90221	2	CA16P002157	SS5032	1967	2008
<b>Total Unit Count: South County</b>			<b>408</b>		<b>Admin Project XX0650</b>		

**Total Housing Authority-Owned - Conventional****2,962**

<b>City of Lomita - Conventional</b>	Lomita Manor (senior)	24625 Walnut St., Lomita 90717	76		SS1204	1985	1985
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**Non-Conventional Housing**

	Kings Road JPA (senior)	800-801 N. Kings Road., West Hollywood 90069	106	122-94014	UU0001	1980	1980
	Lancaster Homes (senior)	711-737 W. Jackman St., Lancaster 93534	120	122-94013	UU0002	1978	1979
	Santa Monica RHP (family)	1855 9th St., 1450 14th St., & 2006 29th St., Santa Monica 90405	41	80-RHC-008	SS3005	1983	1984
	Villa Nueva RHP (family)	958-676 S. Ferris Ave., Los Angeles 90022	21	80-RHC-008B	SS4013	1985	1985
	Willowbrook (family)	11718-11740 Willowbrook Ave., Los Angeles 90044	8	CA16-M000-385	SS6001	1975	1990
	Ujima Village (family/senior)	941 E. 126th St., Los Angeles 90059	300	CA16-E000-028	SS8001	1971	1995

**Total Number of Units- Non Conventional****596****Total Number of Units- HM****3,636**

**Modernization Construction Activity to be completed  
in FY 2008-09**

*FOR YOUR INFORMATION ONLY*

- 1 106th Street- Fire damage & rehab
- 2 1101-1104 W. 106th Street - Drainage project
- 3 Arizona & Olympic/-Smoke Detectors
- 4 Carmelitos - Replace interior stair treads
- 5 Carmelitos Senior - Hallway painting and repairing stairs
- 6 Carmelitos Senior - Replace carpet
- 7 Carmelitos-Replace Gas Lines Phase IV
- 8 Foothill Villa - Replace flooring
- 9 Francisquito-Replace carpet
- 10 Francisquito-Replace smoke detectors/exit signs
- 11 Francisquito-Replace windows and blinds
- 12 Harbor Hills - Remodel kitchens Phase I
- 13 Herbert-Fire Alarm
- 14 Herbert-Replace carpet
- 15 Linsley and Firmona - General rehab.
- 16 Marina Manor I & II - Replace elevators
- 17 Marina Manor- Install awnings
- 18 Marina Manor-Replace smoke detectors & exit signs
- 19 McBride-Paint Building exterior
- 20 Ocean Park-Termite Abatement
- 21 Palm-Replace smoke detectors
- 22 Palm-Upgrade Elevator
- 23 Quartz Hill-Replace air conditioners
- 24 Scattered Sites - Replace gates at 13 sites
- 25 South Bay Gardens-Replace Elevator
- 26 SSS-CCTV at 4 sites
- 27 Sundance Vista - Install irrigation and replace rear yard fencing
- 28 Westknoll-Replace smoke detectors
- 29 Whittier Manor - Replace stair treads
- 30 Whittier Manor-Entry Door Replacement

**30 Construction Contracts at 33 Housing Developments**

**Modernization Construction Activity anticipated to be completed  
in FY 2009-10**

- 1 Carmelitos- Parking Lots
- 2 Carmelitos Senior-ADA Kitchen remodels/smoke detectors
- 3 Carmelitos-Raised Garden Beds
- 4 Carmelitos-Resurface Playground
- 5 Foothill Villa-Elevator Upgrade
- 6 Foothill Villa-Replace smoke detectors
- 7 Francisquito Villa - Upgrade elevators
- 8 Harbor Hills - Remodel kitchens Phase II & III
- 9 Harbor Hills-Parking Lots
- 10 Harbor Hills-Resurface Playground
- 11 Herbert - Upgrade elevator
- 12 Lomita Manor-Elevator Upgrade
- 13 Lomita Manor-Replace boilers/trash chutes
- 14 Lomita Manor-Replace roof
- 15 Maravilla (Rosas)- Build Bridges to connect buildings
- 16 Maravilla (Rosas)-Upgrade Elevator
- 17 Maravilla- Parking Lots
- 18 Marina Manor I & II - Replace security gates
- 19 Ocean Park - Replace wall heaters
- 20 Ocean Park-Remodel kitchens/bathrooms
- 21 Ocean Park-Repair Stucco
- 22 Orchard Arms- Replace boilers/copper piping
- 23 Orchard Arms- Smoke detectors
- 24 Orchard Arms-Elevator Upgrade
- 25 Orchard Arms-Repave driveway
- 26 Quartz Hill-Replace water valves
- 27 SSS-Vacant Unit Rehab at 4 sites
- 28 Whittier Manor- Smoke detectors
- 29 Whittier Manor-Elevator Upgrade
- 30 Woodcrest-Replace Roof

**Anticipating 30 Construction Contracts at 24 Housing Developments**

**Housing Authority - County of Los Angeles**

FOR YOUR INFORMATION ONLY

February 1, 2010

To: Each Supervisor

From: Sean Rogan, Executive Director



**SUBJECT: MCKAY MANAGEMENT SERVICES CONTRACT- ITEM 4-H (09-0754)**

**Background:**

On April 7, 2009, the Housing Authority of the County of Los Angeles (HACoLA) requested and received approval to utilize an outside contractor, McKay Management Services (MMS), to perform approximately 7,000 annual recertifications in an effort to bring the Housing Authority current with HUD annual recertification requirements. Upon completion of the contract, your Board directed HACoLA to provide a recommendation of the best way to perform annual recertifications going forward.

**Recommendations:**

It is our recommendation that annual recertifications continue to be processed by HACoLA staff. However, if there are staffing concerns or lack of internal resources, a combination of in-house and outsourcing may be appropriate on an as needed basis.

Outsourcing the recertifications to McKay Management Services was a success; it enabled HACoLA staff to reduce their backlog and become current. Consequently, HACoLA staff completed 100% of January 2010 annual recertifications on time.

The actions taken as outlined in our Corrective Action Plan submitted to the Board of Supervisors on July 7<sup>th</sup>, 2009, has eliminated the need for permanent outsourcing of annual recertifications at this time.

In addition to the Corrective Action Plan, HACoLA will be implementing some of the recommendations of McKay Management Services to further streamline the workflow process, reduce the time it takes to process an annual recertification and reduce costs. Some of the internal changes HACoLA will be implementing include:

- Greater enforcement of the mandatory tenant obligations when tenants fail to respond to the annual recertification requests within the established timeframes, up to and including termination from the program;
- Refining the current document storage system to ensure all required HUD documents are readily available and implement a more user friendly electronic document filing system to track the workflow.

Each Supervisor  
February 1, 2010  
Page Two

### **Cost Analysis**

HACoLA outsourced to McKay Management Services 8,443 recertifications to complete. These recertifications included anniversary dates for the months of June, July, August, September, 2009 and February, 2010. McKay Management Services completed a total of 7,480 of the recertifications assigned. Here is a summary of the work performed:

<b>SUMMARY OF MMS HCV RECERTIFICATIONS JUNE - SEPTEMBER 2009, FEBRUARY 2010</b>		
Total Recerts Assigned to MMS	8443	
Returned to HACoLA (over-budget)	300	
Total Recerts Processed by MMS	8143	100%
Total Recerts Not Needed	585	7%
Total Proposed Terms	78	1%
<b>Total Completed</b>	<b>7480</b>	<b>92%</b>

McKay had to return 300 files to HACoLA , as the total funds in the contract were exhausted. Our internal discussions with McKay Management Services revealed that their bid was significantly lower than their actual costs and if this function was announced for bid again, they would have a higher cost per file. Administrative costs such as telephone, postage, printing, additional personnel costs of home visits, quality control and providing face to face customer service, when added, will create a significant cost increase.

We completed an internal cost analysis (attached) and based on the MMS contract and the proposals we received from industry professionals to perform the work, utilizing internal staff is the most cost effective method for processing.

<b>Entity</b>	<b>Cost Per File Based on Current Staffing Level (Recertification only)</b>	<b>Total Cost Based on 7,480 Files</b>
HACoLA	\$98.41	\$736,106
McKay Management Services	\$107.41	\$803,426
Other Qualified Bidder	\$239.73	\$1,793,180



## **Discussion**

Here are some of the issues and concerns we discovered with outsourcing the annual recertifications:

**Incomplete work** – At the end of the contract period, December 31, 2009, McKay Management Services had 300 files that were incomplete and returned to HACoLA and 78 files that were in the proposed termination phase, but were not finalized. There were 585 files listed as “not needed”; however, the families did require an annual recertification because they were simply in the process of moving. HACoLA staff had to complete these cases in addition to their existing workload.

**Customer Service** – While recertifications are done by mail, only 49% of our families responded to the first notice of recertification. As the recertifications were processed by staff out of state, the lack of on-site staff caused some customer service concerns for families and owners. As a result, HACoLA staff interceded to serve the client.

HACoLA staff are on-site and can provide one on one customer service to families. As most of the families participating in the program are elderly and/or disabled, accessibility is important to the success of the housing program. Additionally, HACoLA has in-house staff who speak Russian, Armenian, Korean, Tagalo, Vietnamese, Chinese and Spanish to ensure better communication with our limited English language clients.

**PIC/HUD Data Requirements** – The contract required that files be accepted into HUD’s database (PIC System) prior to payment. This required extensive contract monitoring by HACoLA management since many files were rejected and caused multiple submissions and additional work. During our internal reviews, we found incomplete electronic files and are continuing to work with McKay Management Services to gather missing supporting documentation.

HACoLA monitors PIC submissions to HUD daily and requires case managers to fix PIC errors immediately. HACoLA has an integrated database on-site with IT staff available to resolve and repair electronic data issues promptly.

**Quality Control** - While the contract required that 100% of the files be reviewed by McKay Management Services for quality control, our internal review found a 72% error rate. As this affects our SEMAP score, we are working with McKay Management Services to review these results and determine appropriate action. However, since the contract is finished, correcting any outstanding errors is additional work for internal staff.

Each Supervisor  
February 1, 2010  
Page Four

HACoLA has built in a 10% quality control process that requires staff to fix errors prior to being scanned into our electronic database.

Please feel free to contact me or Dorian Jenkins, Assistant Executive Director at (323) 838-7706 if you have questions or need additional information.

SR:ML:dt  
Attachment

c: Each Deputy  
Lari Sheehan, Deputy Chief Executive Officer  
Sachi A. Hamai, Executive Officer/Clerk of the Board

Existing Staff Workload Time Study	
1 Year Total Available Hours	2,080
Average Hourly Rate per Staff (Including Benefits)	\$27.05
Total Cost	\$56,264.00
% spent of annuals	75%
Total Number of Annual Reviews	21,012
Total Number of Case Managers (Assigned to HCV)	49
Average Number of Annuals per Case Manager	428.82
Average Cost/ File (Including Benefits)	\$98.41

# Contract Status Report

Project Filter Options		Program:	All Programs	Proj. Manager:	All Managers
District:	All Distr.	Department:	All Departments	Team Member:	All Team Members
		Dev. Stage:	All Stages	Fund Source:	All Funds

FOR YOUR INFORMATION ONLY

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	% Cmpl	Status	
								Pending Action / Forecast	
1st	Francisquito Elevator Project (14622) Tracker #: TP002569	M.L. CONSTRUCTION	\$351,000	\$351,000	0%	\$0	0%	ML Construction / Superior have started modernization of the first elevator. Project should be completed in July.	
1st	Nueva Maravilla (Rosas) Parking Lots and Sidewalks Tracker #: TP002359	AZ Home Inc.	\$643,787	\$643,787	0%	\$241,670	38%	AZ Home Inc. setting pervious concrete at South parking lot. Project should be completed in April.	
2nd	South Scattered Sites Vehicle Gate Operator Replac Tracker #: TP002356	Harris Steel Fence Co. Inc.	\$147,000	\$147,000	0%	\$37,080	25%	Construction in Groups 3 and 4 in progress. Additional vehicular gate clickers were ordered and will be installed. 7 additional days added to this project due to rain conditions in the end of January. Construction end date is 2/25/10 with the additional days.	
3rd	Kings Road Elevators Assessment Tracker #: TP002647	M.L. CONSTRUCTION	\$791,600	\$791,600	0%	\$664,086	84%	ML Construction / Superior Elevator obtained State certification for elevator No. 2 at 800 building and elevator No. 1 at 801 building. Modernization of elevator No. 1 at 800 building and elevator No. 2 at 801 building have started. Project should be completed in April.	
4th	Carmelitos Parking Lots Phase 2 Tracker #: TP002377	Torres Construction	\$411,543	\$411,543	0%	\$148,191	36%	Torres Construction has completed Parking lot 7. Lot 12 Demolition done, start pouring concrete February 2, 2010. Project should be complete in April.	
4th	Carmelitos Seniors Elevator Project (761 and 817) Tracker #: TP002568	M.L. CONSTRUCTION	\$354,400	\$354,400	0%	\$167,493	47%	ML Construction / Superior working modernization of first elevator. Project should be complete in June.	
4th	Carmelitos Seniors Exterior Improvements Tracker #: TP002300	Tobo Construction, Inc.	\$352,552	\$451,816	28%	\$448,876	99%	All corrections have been made, except for the stucco and painting of the exterior stairwells. The work will be finished by early next week (delay due to rain). Project should be complete in March. Close out documents for the project have been requested however, they have not been received.	

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status	
								Pending Action / Forecast	
4th	Carmelitos-Harbor Hills Playground Resurfacing Tracker #: TP002671	HH Construction	\$182,710	\$204,829	12%	\$101,365	49%	Change order no. 2 will be issued to install the drain pipe at concrete area and change order no. 3 to cap the entire rubber surfacing at Tot Lot #300. All signage will arrive in about 4 weeks and per HM's directions, contractor will confirm the delivery date and install the rubber flooring accordingly.	
								CMD and HM will conduct field inspection to approve each lot so that the playground can be released and open for the tenants' use. Completion date will be extended to first week of March.	
4th	Harbor Hills Kitchen Remodel - Phases I & II Tracker #: TP002376	GIBRALTAR CONSTRUCTION Co. Inc.	\$1,170,000	\$1,196,416	2%	\$1,169,875	98%	All door replacement work has been completed. The final payment for Harbor Hills will be generated as soon as all close out documents are submitted. The Contractor has been notified of which documents are needed. Phase I is 99% complete, designs for Phase II is being completed.	
4th	Harbor Hills Parking Lots and Sidewalks Tracker #: TP002358	Torres Construction	\$467,130	\$467,130	0%	\$457,546	98%	Torres Construction has substantially completed Phase I-Court 100 only.	
4th	Whittier Manor Elevators (FY 05-06) Tracker #: TP002011	Tobo Construction, Inc.	\$279,820	\$279,820	0%	\$0	0%	Tobo Construction submitted elevator shop drawings for 2nd. Review by Lerch Bates. Tobo Construction will not be on site until delivery of equipment, expected at the end of February 2010. No elevator disruption until then. Project should be complete in September.	
5th	Orchard Arms Site Improvements (23410-23540) Tracker #: TP002677	Big Star Builders, Inc.	\$0	\$0	0%	\$0	0%	2/4 Contractor started the construction on 1/26. The hot water return lines for all four buildings were replaced and inspected. Contractor cored the parking lot and determined that the existing pavement thickness is 2 1/4" instead. CMD, HM, and Consultant reviewed condition and issued a direction to the contractor to remove existing asphalt pavement, re-compact the sub-base, and install a 3" new asphalt pavement. Contractor is scheduled to submit a cost proposal on 2/8 for review.	
								Contractor will continue with plumbing and boiler replacement work. Once the cost proposal is reviewed and approved. Contractor will schedule the parking and driveway work. Project should be complete in September.	
5th		Big Star Builders, Inc.	\$290,972	\$290,972	0%	\$0	0%		

District	Project Name	Contractor Name	Current		% Cng Orders	Approved Payments	%Cmpl	Status	
			Original Contract Amount	Contract Amount				Pending Action / Forecast	
TOTALS:			\$5,442,514	\$5,590,313	3%	\$3,436,181			

**Community Development Commission**

FOR YOUR INFORMATION ONLY

January 29, 2010

TO: Each Supervisor  
FROM: Sean Rogan, Executive Director  
SUBJECT: **UPDATE ON THE PURSUIT AND IMPLEMENTATION OF FUNDING MADE AVAILABLE IN H.R. 1, THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009**

On March 31, 2009, the Board of Supervisors (Board) requested that the Community Development Commission/Housing Authority of the County of Los Angeles (CDC/HACoLA) report on the efforts to apply for, or take the necessary steps to accept, each category of funding contained within ARRA that the CDC/HACoLA is eligible to receive, either by formula or by competitive grant application. To date, the CDC/HACoLA has been awarded \$33,603,148 of the \$114,312,431 applied for; with \$2,260,000 pending award notification.

The CDC/HACoLA has been working with the Auditor/Controller's Office to integrate the County's Stimulus 360 system into our reporting mechanisms. The CDC/HACoLA's ARRA reporting staff were trained in using the Stimulus 360 system on December 30, 2009, and have entered summary level program information for use by the County and its constituents.

**Funding Awarded**

**PUBLIC HOUSING CAPITAL FUND (CF)**

***Funding Amount:*** \$7,401,512 (by formula)

***Award of Funds:*** On March 31, 2009, the Board of Commissioners approved a motion to accept the grant funds, and funding became available to the HACoLA on May 14, 2009.

***Use of Funds:*** The funds are being used for security improvements, energy efficiency work measures, preventive maintenance, and general improvements at 12 public housing developments comprised of 2,500 public housing units.

***Expenditure Levels:*** As of December 31, 2009, the HACoLA had expended \$1,373,393 of the \$4,973,707 obligated.

***Provisions:*** The HACoLA must obligate 100% of the funds within 1 year, expend 60% of the funds in 2 years, and complete 100% of the fund expenditures in 3 years.

***Funding Amount:*** \$5,924,000 (Applied for \$22,399,000 by competition.)

***Award of Funds:*** On June 22, 2009, the HACoLA applied for \$16,475,000 in funding for improvements addressing the needs of the elderly and/or people with disabilities and public housing transformation. Additionally, on July 21, 2009, the HACoLA applied for \$5,924,000 in funding for energy efficient/green community projects.

***Use of Funds:*** The HACoLA was only awarded funding in the 'Creation of an Energy Efficient Green Community' category in the amount of \$5,924,000. Funds were granted on September 29, 2009, and are being used at the Nueva Maravilla housing development to

reduce energy costs, generate resident and PHA energy savings, and reduce greenhouse gas emissions attributable to energy consumption.

**Expenditure Levels:** On December 1, 2009, the Board approved the acceptance of the funds and as of December 31, 2009, the HACoLA obligated \$864,761. There are no expenditures to date.

**Provisions:** The HACoLA must obligate 100% of the funds within 1 year of the date in which funds become available for contracts. HUD requires the HACoLA to use at least 60% of the funds within 2 years and 100% of the funds within 3 years.

#### **COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R)**

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**Funding Amount:** \$8,080,528 (by formula)

**Award of Funds:** The CDC submitted an amendment to the CDBG Program Year 2008 Action Plan (as required by ARRA) on June 5, 2009, after receiving approval from the Board on June 2, 2009. The CDC received the Grant Agreements on August 26, 2009.

**Use of Funds:** The CDC worked with the agencies affected by CDBG/ARRA regulations and submitted a final list of projects for approval to HUD on August 13, 2009, and the Board on August 18, 2009. Both HUD and the Board approved the list for the CDC's CDBG-R Program. Project activities include public improvements, housing rehabilitation, economic development, public services, and administration. As a direct result of CDBG-R eligible activities, the CDC has reported the creation of 10.32 full-time equivalent jobs to FederalReporting.gov for the 2<sup>nd</sup> Quarter.

**Expenditure Levels:** As of January 19, 2010, the CDC had expended \$397,306.

**Provisions:** The CDC must use all CDBG-R funds by September 30, 2012.

#### **HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

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**Funding Amount:** \$12,197,108 (by formula)

**Award of Funds:** The CDC submitted a completed application to HUD on May 18, 2009, which was subsequently approved in June. Trainings on reporting, program monitoring, and general implementation were held for the applicable County Departments on August 19, 2009, and the CDC received the Grant Agreements on August 20, 2009.

**Use of Funds:** Implementation of HPRP began on October 1, 2009; and the Departments of Public Social Services, Consumer Affairs, Children and Family Services, Community and Senior Services, and the Los Angeles Homeless Services Authority have been working collaboratively to deliver assistance to those in need. In addition, Neighborhood Legal Services began offering legal assistance and representation to persons and families with unlawful detainers on November 1, 2009. As of January 1, 2010, over 2,000 Los Angeles County residents have been screened for eligibility in order to receive HPRP benefits. However, many have been found to be ineligible because they do not meet the HPRP criteria. As of the 2<sup>nd</sup> quarter report, 61 persons have been assisted. We are focused on outreach and anticipate an increase in service accomplishments in upcoming months. In addition, as a direct result of HPRP eligible activities, the CDC has reported the creation of 5.46 full-time equivalent jobs to FederalReporting.gov in the 2<sup>nd</sup> Quarter.

**Expenditure Levels:** As of January 19, 2010, the CDC had expended \$237,946.

**Provisions:** HUD requires that 60% of the funds be used within 2 years, and 100% in 3 years.



### Pending Grants

#### **GREEN RETROFIT PROGRAM FOR MULTIFAMILY HOUSING**

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**Funding Amount:** Applied for \$2,260,000 by competition.

**Award of Funds:** The HACoLA applications for the Kings Road and Lancaster Homes Housing Developments are complete and are being considered for funding by HUD. The award notice is expected to be published by January 31, 2010.

**Use of Funds:** The HACoLA plans to use the funds for the modernization and rehabilitation of the Kings Road and Lancaster Homes developments.

**Expenditure Levels:** There are no expenditures to date as this grant has yet to be awarded.

**Provisions:** If funds are received, 50% must be used within 2 years, and 100% in 3 years.

### Unsuccessful Grant Applications

#### **JUVENILE JUSTICE AND CRIME PREVENTION ACT PROGRAM (JJCPA)/EDWARD BYRNE MEMORIAL COMPETITIVE GRANT PROGRAM**

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**Funding Amount:** Applied for \$974,283 by competition.

**Award of Funds:** The CDC submitted an application on April 27, 2009. The CDC did not receive this grant.

**Using the Funds:** Had the CDC been awarded, the funds would have been used to support existing JJCPA programs.

#### **NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2)**

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**Funding Amount:** Applied for \$61,000,000 by competition.

**Award of Funds:** The CDC submitted an application on July 10, 2009. The CDC did not receive this grant.

**Use of Funds:** Had the CDC been awarded, the funds would have been used to supplement the NSP1 program, which includes the HERO program and Rental Infill Sites activities for tenants below 50% of the area median income (AMI).

If you have any questions, please contact me at (323) 890-7400, or Terry Gonzalez, Director, CDBG Division, at (323) 890-7150.

SR\TG\SH\nm

K:\CDBG Common\JGR-PIARRA Board Memo\January '10 ARRA Memo

#### **Attachment**

- c: Each Deputy  
Lari Sheehan, Deputy Chief Executive Officer, Chief Executive Office  
Ellen Sandt, Deputy Chief Executive Officer, Chief Executive Office  
Jackie White, Deputy Chief Executive Officer, Chief Executive Office  
Sachi A. Hamai, Executive Officer/Clerk Board of Supervisors  
Lisa Rizzo, Principal Analyst, Chief Executive Office  
Scott Wiles, Special Assistant, Chief Executive Office  
Jenny Serrano, Program Specialist, Chief Executive Office

**The GDC/HACOLA**

**American Recovery and Reinvestment Act of 2009 (ARRA) Proposal and Award Tracking Chart**

*As of January 29, 2010*

	ARRA GRANT OPPORTUNITY	FUNDING AGENCY	FORMULA AMOUNT/ \$ APPLIED FOR	AMOUNT AWARDED	GRANT AGREEMENT*
1	Capital Fund (formula)	HUD	\$7,401,512	\$7,401,512	Yes
2	Capital Fund (competitive) - Disabilities Category	HUD	\$9,235,000	Did Not Receive	No
3	Capital Fund (competitive) - PH Transformation	HUD	\$7,240,000	Did Not Receive	No
4	Capital Fund (competitive) - Green Technology	HUD	\$5,924,000	\$5,924,000	Yes
5	Community Development Block Grant - Recovery	HUD	\$8,080,528	\$8,080,528	Yes
6	Neighborhood Stabilization Program 2	HUD	\$61,000,000	Did Not Receive	No
7	Homeless Prevention and Rapid Re-Housing Program	HUD	\$12,197,108	\$12,197,108	Yes
8	Green Retrofit Program for Multifamily Housing	HUD	\$2,260,000	Pending	No
9	Edward Byrne Memorial Competitive Grant	DOJ	\$974,283	Did Not Receive	No
<b>Total Awarded Under ARRA as of 1/29/2010</b>			<b>\$33,603,148</b>		

*\*Grant Agreement Received - Funds available for drawdown at U.S. Treasury.*

**From:** Elisa Vasquez  
**Sent:** Tuesday, February 16, 2010 9:17 AM  
**To:** Directors/Managers  
**Cc:** Daniel Rofoli; Debra Solis; Elisa Vasquez; Geoffrey Siebens; Gloria Ramirez; Grace Thamawatanakul; Gregg Kawczynski; Joan Wall; Jose Pilpa; Lynna Ochoa; Marcie Miranda; meiwen fang; Nicholas Teske; Raymond Webster; Robin Pointer; Samantha Harrison  
**Subject:** Legislative Update

Hello,

Below please find an update on State and Federal legislative activity of interest to the CDC. Please let me know if you have any questions.

### **State Budget**

Last year, because of budget impasses and the IOU's that kept the government running, California's budget was not only passed incredibly late, but creditors/credit agencies downgraded our State's rating to the lowest level in the nation. As this year is shaping-up to be similar, two ballot initiatives have been introduced that aim at reforming the State's budget process. The first allows legislators to pass budgets by a simple majority instead of the two-thirds vote currently required; and the second reforms not only the budget process, but the electoral process and other facets of State governance. Organizations in support and opposition of these measures are skeptical about their potential for passage. The measures will be seen in the November ballot.

### **Redevelopment Funds Shift**

The California Redevelopment Association's (CRA) lawsuit against the State of California for attempting to take \$2.05 billion from redevelopment agencies was heard February 5 in Sacramento Superior Court. A similar and related case against the State brought by Los Angeles County was heard at the same time. The judge rendered no decision. During the proceeding, the Court's questions centered on whether the State's take of funds would provide any benefit to schools, whether the take of funds was a valid use of redevelopment funds under the State constitution, and whether the State's action violates Propositions 13 and 1A. The Court asked attorneys to prepare additional briefing material on any cases having to do with cities or counties supplanting general fund monies with redevelopment funds to support regular services in violation of law. This additional information must be provided by February 23 and both sides have until March 2 to respond to the other's briefs. The judge is then expected to take the case under submission and will have 90 days in which to rule. The CRA is hopeful the Court will decide the case in April to give agencies notice whether payments, due May 10, will have to be made. *Source: CRA News Update*

As a reminder, the CDC's estimated payment under this law would be \$1,482,710 for this year, and \$370,067 FY 2010.

### **Congress**

The Senate was not in session last week due to the aggressive winter storms that hit the Capitol, and will not return until next week with the House, after the Presidential Day recess. This has postponed the highly anticipated vote on the Senate's version of the President's Jobs bill (H.R. 2847) to next week or later. This bill and the outstanding healthcare legislation are of the largest concern in Congress as the budget and election seasons have begun, and the window of opportunity for passage of the bills is shrinking.

### **FFY 2011 Earmarked Appropriations Funding**

Working with applicable Divisions, IGR has submitted six earmark applications to our respective Congressional Representatives for inclusion in the FFY 2011 Budget. As mentioned in the last Legislative Update, these

include provisions for the exclusion of a tenant-commissioner on the Board of Commissioners; and funding for the BTC, the CRC's new after school TEEN project, and HM's CPP and clinical/case management programs.

IGR will continue to monitor and report on these and any other legislative matters of impact to the CDC.

Elisa

**Housing Authority - County of Los Angeles**

February 24, 2010

TO: Housing Commissioners

FROM: Margarita Lares, Director, Assisted Housing Division

RE: **FSS PROGRAM UPDATE – JANUARY 2010**

FOR YOUR INFORMATION ONLY

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Public Housing residents and Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

**Activities**

<b>RECRUITMENT</b>	96 2	Applications received Applications Sent
<b>ENROLLMENTS</b>	2	New Participants
<b>MEETINGS</b>		No meetings were scheduled during January
<b>WORKSHOPS</b> <b>Program Presentations</b>		No program presentations were conducted during January
<b>Money Smart Workshop</b>	2 2	Disseminated credit repair informational packets Disseminated budget informational packets
<b>REFERRALS</b>	3 1 1 1 3	Job referrals from the employment network job board CDC Home Ownership Program (HOP) Childcare information Community counseling services WorkSource Center employment workshops and job fairs
<b>GRADUATIONS</b>	0	FSS graduations

If you have any questions, please feel free to contact me at (562) 347-4837.

ML:CJ:RM:dt



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 24, 2010

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE COUNTY  
OF LOS ANGELES (ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of the Housing Authority's Annual Plan for Fiscal Year 2010-2011. The Annual Plan updates the Housing Authority's program goals, major policies, and financial resources. Submission of the Annual Plan is also required by the U.S. Department of Housing and Urban Development (HUD) for receipt of Capital Fund Program funds.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement, and the Section 8 Tenant-Based Program Administrative Plan.
2. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution approving the Annual Plan for submission to HUD, and authorizing the Executive Director to take all actions required for implementation of the Annual Plan.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required to receive approximately



\$5,900,000 in Capital Fund Program funds from HUD for resident programs, operating costs, and the rehabilitation of 1,787 housing units at 13 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan.

4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2010.
5. Recommend that the Board of Commissioners find that the activities in the Annual Plan for Fiscal Year 2010-2011 are not subject to the provisions of the California Environmental Quality Act (CEQA) because they will not have the potential for causing a significant effect on the environment.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) mandates that the Housing Authority submit an Annual Plan to update program goals and objectives each year.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. Upon approval of the Annual Plan, the Housing Authority will receive approximately \$5,900,000 in Capital Fund Program funds from HUD for resident programs, administrative costs and housing rehabilitation for the Conventional Public Housing Program. Operating funds for the Conventional Public Housing Program and administrative fees for the Section 8 Tenant-Based Program will be approved through the annual budget process.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On October 21, 1998, the QHWRA mandated that all housing authorities submit an Annual Plan to HUD. The Annual Plan identifies goals, major program policies, and financial resources for both the Conventional Public Housing Program and the Section 8 Tenant-Based Program.

The Annual Plan identifies major program policies and financial resources. It updates information on housing needs, waiting lists, housing strategies, deconcentration and income mixing plans, income analyses, and other program and management data. The Annual Plan must be updated each year and was last approved by the Board on March 24, 2009.

Also included as part of the Annual Plan are the updated Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement and the Section 8 Tenant-Based Program Administrative Plan. Significant changes to these documents are discussed below.

### **Capital Fund Annual Statement**

During Fiscal Year 2008-2009, a total of 2,115 housing units were rehabilitated at 16 Conventional Public Housing Program developments throughout Los Angeles County.

The 2010-2011 Capital Fund Annual Statement summarizes the Housing Authority's plan to use modernization funds to rehabilitate 1,787 housing units at 13 Conventional Public Housing Program developments throughout Los Angeles County. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed. Also provided is a list of programs and funding for non-modernization activities, including the implementation of crime prevention programs, resident initiatives programs, technology upgrades, and program staffing.

As authorized by HUD, the Executive Director may amend the Capital Fund Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, or to implement other changes that are in the interests of the Housing Authority and public housing residents. The Executive Director may also implement changes to the Capital Fund Annual Statement in response to changes in federal funding.

### **Admissions and Continued Occupancy Policy and Lease Agreement for the Conventional Public Housing Program**

The Admissions and Continued Occupancy Policy and Lease Agreement for the Conventional Public Housing Program set guidelines to determine eligibility for admission and continued occupancy. The revised Conventional Public Housing Program Admissions and Continued Occupancy Policy reflects the following change:

HUD recently released a new module to its computer-matching system, the Enterprise Income Verification (EIV) System. The Housing Authority will now report to the EIV System all families in the Conventional Public Housing Program who were terminated for adverse actions or who left the program owing money to the Housing Authority.

### **Section 8 Tenant-Based Program Administrative Plan**

The purpose of the Section 8 Tenant-Based Program Administrative Plan is to set forth the policies and procedures that govern the Housing Authority's administration of rental assistance under this program. The revised Section 8 Tenant-Based Program Administrative Plan reflects the following three changes:



First, HUD mandates that the Housing Authority deny assistance to applicants for a prescribed period of time for certain types of criminal activity. For all other types of criminal activity, HUD gives the Housing Authority discretion over the time period it will consider when denying assistance to applicants. At its discretion, the Housing Authority currently denies assistance to anyone who was convicted of a criminal offense in the past three years, or whose term of imprisonment ended in the past three years, unless there is a HUD-mandated denial period for the offense in question.

The Housing Authority will now deny assistance to any applicant who was convicted of a criminal offense in the past five years, or whose term of imprisonment ended in the past five years, unless there is a HUD-mandated denial period for the offense in question.

Second, the Housing Authority will now report to HUD's EIV System all families in the Section 8 Tenant-Based Program who were terminated for adverse actions or who left the program owing money to the Housing Authority.

Third, the Housing Authority recently amended its policy to allow only one missed Housing Quality Standards (HQS) appointment without good cause before the family is terminated. The policy was further amended to state that when families miss their first appointment, the Housing Authority will provide a one-time counseling session instead of proposing termination of assistance. Families may also reschedule their inspection appointments by telephone, fax or email any time before the scheduled appointment.

The Housing Authority will now revise all of its policies regarding missed appointments and non-return of documents to state that a family who misses any appointment or fails to return documents without good cause will be terminated. However, families will receive a one-time counseling session for their first offense in lieu of termination from the program. Families may also reschedule their appointments by telephone, fax or email any time before the scheduled appointment.

As required by Section 24 of the Code of Federal Regulations, Part 903.17, a public hearing to approve the Annual Plan will be conducted. Copies of the Annual Plan were made available for public review and comment during a 45-day comment period extending from December 28, 2009 to February 10, 2010 at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and the Housing Authority website. Notices of the availability of the documents and the public hearing were also published in newspapers of general circulation during the 45-day period.

All public comments pertaining to the Annual Plan from the Public Review and Comment period are incorporated into the Annual Plan. At the conclusion of the public hearing, public comments approved by the Board will be incorporated into the Annual Plan and submitted to HUD.

### **ENVIRONMENTAL DOCUMENTATION**

These activities are exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because they involve administrative activities that will not have a physical impact on or result in any physical changes to the environment. The activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

Prior to implementation of any particular project, an Environmental Service Request will be submitted to the Community Development Commission's Environmental Services Unit for review. Each project must first receive an environmental clearance in accordance with CEQA Guidelines and National Environmental Policy Act regulations prior to commencing.

### **IMPACT ON CURRENT PROGRAMS**

Submission of the Annual Plan is required by HUD for the receipt of Capital Fund Program funds and for the continuation of the Conventional Public Housing Program and Section 8 Tenant-Based Program.

Respectfully submitted,

  
SEAN ROGAN  
Executive Director



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

February 24, 2010

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE VACANT PROPERTY SECURITY SYSTEM CONTRACT FOR VARIOUS  
HOUSING DEVELOPMENTS  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of a Contract with Vacant Property Security, Inc. to provide a vacant unit security system for the Ujima Village housing development located at 941 E. 126<sup>th</sup> Street in unincorporated Willowbrook, and various other Housing Authority housing developments as needed.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a one-year Contract with Vacant Property Security, Inc. (VPS) to provide a vacant unit security system for the Ujima Village housing development and other housing developments as needed, following approval as to form by County Counsel, using a maximum of \$475,820 in Community Development Commission General Funds and \$5,000 in Conventional Public Housing Operating Funds included in the Housing Authority's approved Fiscal Year 2009-2010 budget for the this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute Contract amendments, following approval as to form by County Counsel, to extend the Contract term for up to two additional years, in one-year increments, at the same annual compensation of \$480,820, using funds to be requested through the annual budget process.



3. Recommend that the Board of Commissioners find that approval of the Contract is exempt from the California Environmental Quality Act (CEQA) because the activities will not have the potential for causing a significant effect on the environment.

### **PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION**

This Contract will retain the services of VPS to provide necessary vacant unit security services for the Ujima Village housing development and other housing developments located throughout the County of Los Angeles.

The standard method for securing a vacant unit is installing into the framing a piece of plywood to the outside of the windows. This method has been ineffective in securing vacant units as vandals have been able to break into and destroy the housing units. The VPS system is comprised of modular sized perforated steel doors and window screens. The security entrance door is fitted over existing door openings and uses a key or keyless digital system making unauthorized entry virtually impossible. The modular steel window screens are affixed to the buildings at the window openings, covering the entire window by an interlocking cable system. The rented system will be installed by VPS trained personnel.

Since late 2006, this VPS system has been utilized at the Ujima Village housing development to secure vacant units. Since then, nearly all of the 300 units at the housing development have been secured by the VPS system. There have been no break-ins or any other type of vandalism at the Ujima Village housing development since the Housing Authority began using the VPS system.

In addition to Ujima Village, the VPS system has been used successfully at several Housing Authority housing developments, including Nueva Maravilla and the South Scattered Sites. The VPS system has been used to secure temporarily vacant units, units that are undergoing substantial rehabilitation, and in response to acts of vandalism. Additionally, the VPS system has been used in cooperation with covert investigations of the Los Angeles Sheriff's Department. With the VPS system in place, the overall loss due to vandalism for the Housing Authority has been significantly reduced.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The maximum amount for all three years of the Contract if fully extended will not exceed \$1,442,460.

For the first year of services under the Contract, the Housing Authority will use \$475,820 in Community Development Commission General Funds and \$5,000 in Conventional Public Housing Operating Funds allocated by the U.S. Department of

Housing and Urban Development (HUD) and included in the Housing Authority's Fiscal Year 2009-2010 budget.

After the first year, the Housing Authority may extend the Contract on an as-needed basis for an additional two years in one-year increments, at the \$480,820 annual compensation amount, contingent upon the availability of funds. Funds for year two and three of the Contract, if extended, will be requested through the Housing Authority's annual budget approval process.

### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

The proposed services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, VPS will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

### **ENVIRONMENTAL DOCUMENTATION**

The project is excluded from the provisions of the National Policy Act (NEPA) pursuant to 24 Code of Federal Regulations Part 58, Section 58.35 (b)(3), because it involves maintenance activities that will not alter existing environmental conditions. It is also exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing significant effect on the environment.

### **CONTRACTING PROCESS**

On January 26, 2010, a Request for Information (RFI) process was initiated to identify qualified vendors to provide a fabricated modular security system similar to the system provided by VPS.

Notices were mailed to 49 firms identified from the Housing Authority's vendors list. An announcement appeared on the County's WebVen website. A copy of the RFI was also posted on the Housing Authority's website. As a result of the outreach, on February 8, 2010, VPS was the only vendor who responded to the RFI. Therefore, VPS is being recommended as a sole source for the award of a Contract. The Summary of Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT PROGRAMS**

The proposed Contract will provide necessary security services for Ujima Village and other as-needed housing developments located throughout the County and continue to provide decent, safe, and sanitary living conditions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SEAN ROGAN', is written over the printed name and title.

SEAN ROGAN  
Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

On January 26, 2010, the following outreach was initiated to identify other qualified vendors to provide a security system for the Ujima Village housing development and other housing developments located throughout Los Angeles County.

#### A. Request for Information Advertising

The RFI announcement was posted on the County's WebVen website and the Housing Authority website.

#### B. Distribution of Informational Packets

The Housing Authority's vendor list and website was used to fax and send via email the RFI to 49 contractors. Of the 49 firms, 32 were identified as businesses owned by minorities or women. Since the Request for Information was all-inclusive, no information packets were requested or distributed.

#### C. Informational Outreach Conference

There was no informational conference.

#### D. Outreach Results

VPS was the only vendor to actually respond to the RFI. Therefore, It was determined that VPS is a sole-source vendor.

#### E. Minority/Female Participation – Selected Firm

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Vacant Property Security Inc.	Non-Minority	Total: 197
		190 Minorities
		4 Women
		96% Minorities
		2% Women

## **ATTACHMENT B**

### **Contract Summary**

**Project Name:** Vacant Property Security System Contract  
**Location:** Ujima Village  
941 E. 126<sup>th</sup> Street, Los Angeles, CA 90059  
Any Public housing development (as-needed)  
**Bid Number:** N/A  
**Bid Date:** February 8, 2010  
**Contractor:** Vacant Property Security, Inc.  
**Services:** The VPS system is comprised of modular sized perforated steel doors and window screens. The security entrance door is fitted over existing door openings and uses a key or keyless digital system making unauthorized entry virtually impossible. The modular steel window screens are affixed to the buildings at the window openings covering the entire window by an interlocking cable system. The rented system will be installed by VPS trained personnel.

**Contract Documents:** Attachment A – Statement of Work; Attachment B – Fee Schedule; Attachment C – Bidder's Required Contract Forms; Attachment D – Required Contract Notices.

**Time of Commencement and Completion:** All 300 Ujima Village housing development units will be secured as residents vacate the property. The removal of the security system will occur prior to the commencement of demolition.

**Liquidated Damages:** N/A

**Contract Sum:** The Community Development Commission and the Housing Authority shall pay the Contractor for the performance of the VPS Contract, in current funds, the annual sum of **Four Hundred Eighty Thousand Eight Hundred Twenty Dollars (\$480,820)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Contract.

**Contract Contingency:** N/A





**HOUSING AUTHORITY  
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**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 24, 2010

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE A CONSTRUCTION CONTRACT FOR THE GENERAL REHABILITATION  
OF THE KINGS ROAD SENIOR HOUSING DEVELOPMENT IN THE CITY OF WEST  
HOLLYWOOD (DISTRICT 3)**

**SUBJECT**

This letter recommends approval of a Construction Contract (Contract) with Cal-City Construction, Inc. to complete the interior and exterior rehabilitation of the Kings Road senior housing development that includes the replacement and modernization of two parking lots and adjacent sidewalks; rehabilitation of kitchens and bathrooms; replacement of interior flooring; replacement of deteriorated waterlines; modernization of the administration buildings; painting; lead and asbestos material abatement; and other associated work at the Kings Road senior housing development located at 800 and 801 N. Kings Road in the City of West Hollywood.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a Contract in the amount of \$3,912,009 with Cal-City Construction, Inc. to complete the interior and exterior rehabilitation at the Kings Road senior housing development, using \$1,800,000 in Kings Road Operating Revenue and \$2,112,009 in Community Development Commission General Funds and following approval as to form by County Counsel.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve contract change orders not exceeding \$782,401 for unforeseen project costs, using the Community Development



Commission General Fund loan and following approval as to form by County Counsel.

3. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the activities will not have the potential for causing a significant effect on the environment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract to complete the interior and exterior rehabilitation of the Kings Road senior housing development that includes the replacement and modernization of two parking lots and adjacent sidewalks; rehabilitation of kitchens and bathrooms; replacement of interior flooring; replacement of deteriorated waterlines; modernization of the administration buildings; painting; lead and asbestos material abatement; and other associated work at the Kings Road senior housing development.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$1,800,000 from funds held by trustee in the Kings Road Operating Reserve account and \$2,894,410 in Community Development Commission General Funds. The Housing Authority anticipates spending up to approximately \$1.5 million of the total contract sum in Fiscal Year 2009-2010, which is included in the Housing Authority's approved Fiscal Year 2009-2010 budget. The remaining funds under the contract will be requested through the Housing Authority's Fiscal Year 2010-2011 annual budget approval process.

These two funding sources will cover a contract amount of \$3,912,009 and a 20% contingency, in the amount of \$782,401, which is being set aside for unforeseen costs, using the same source of funds. A 20% contingency is recommended because interior and exterior rehabilitation of housing developments often involves addressing unforeseen or underestimated conditions.

The Commission General Funds will be restricted and reserved as a line of credit to help finance the Kings Road Rehabilitation Project. If no other funds are identified, the Commission General funds will revert to an internal loan after 12 months from the date of the first withdrawal from the general fund, at a 2% fixed interest rate term loan to be repaid over 10 years. Should additional funds be identified during this time, we will return to the Board for approval upon receipt of those funds.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The three-story, 106-unit Kings Road senior housing development was constructed in 1980 and needs extensive rehabilitation. The scope of work for this Contract includes the replacement and modernization of two parking lots and adjacent sidewalks; rehabilitation of kitchens and bathrooms; replacement of interior flooring; replacement of deteriorated waterlines; modernization of the administration buildings; painting; lead and asbestos material abatement; and other associated work. It is anticipated that the entire project will be completed within 210 calendar days following the required commencement date.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Cal-City Construction, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

## **ENVIRONMENTAL DOCUMENTATION**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

## **CONTRACTING PROCESS**

On September 24, 2009, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to all 630 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County Web Site. Nineteen bid packages were requested and distributed.

On October 29, 2009, eight bids were received and formally opened. The two lowest bids, submitted by Western Group, Inc. and FEI Enterprises, Inc. did not include the required project references and were determined to be non-responsive. The third lowest bidder, Cal-City Construction, Inc., is being recommended for the Contract award.

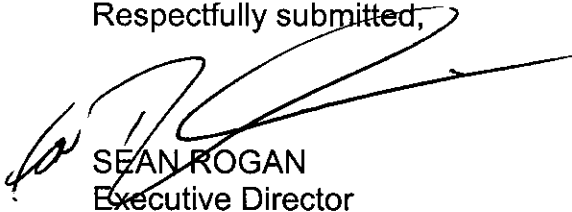
The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners  
February 24, 2010  
Page 4

**IMPACT ON CURRENT PROJECT**

The award of the Contract will rehabilitate the Kings Road senior housing development and provide residents with modernized and Americans with Disabilities Act code-compliant parking lots and adjacent sidewalks, rehabilitated kitchens and bathrooms, a new waterline system, and new interior and exterior finishes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SEAN ROGAN', is written over the printed name and title.

SEAN ROGAN  
Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

On September 24, 2009, the following outreach was initiated to identify a contractor to complete the interior and exterior rehabilitation of the Kings Road senior housing development that includes the replacement and modernization of two parking lots and adjacent sidewalks; rehabilitation of kitchens and bathrooms; replacement of interior flooring; replacement of deteriorated waterlines; modernization of the administration buildings; painting; lead and asbestos material abatement; and other associated work located at 800 and 801 N. Kings Road in the City of West Hollywood.

#### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	Wave Community Newspapers

An announcement was also posted on the County Web Site.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 630 B-licensed contractors, of which 445 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, nineteen bid packages were requested.

#### C. Pre-Bid Conference and Site Walk

On October 5, 2009, a mandatory pre-bid conference and site walk was conducted. Forty-four firms were in attendance.

#### D. Bid Results

On October 29, 2009, a total of eight bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
Western Group, Inc.	\$ 3,177,700
FEI Enterprises, Inc.	\$ 3,853,119
Cal-City Construction, Inc.	\$ 3,912,009

L. A. Builders, Inc.	\$ 4,041,000
Mike Rovner Construction, Inc.	\$ 4,454,980
Horizons Construction Co. Int'l Inc.	\$ 4,540,350
Torres Construction	\$ 4,777,000
Morillo Construction, Inc.	\$ 4,854,129

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Cal-City Construction, Inc.	Minority	Total: 20 20 Minorities 2 Women 100% Minorities 10% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Western Group, Inc.	Non-Minority	Total: 24 19 Minorities 2 Women 79% Minority 8% Women
FEI Enterprises, Inc.	Non-Minority	Total: 16 12 Minorities 5 Women 75% Minority 31% Women
L. A. Builders, Inc.	Minority	Total: 8 5 Minorities 2 Women 63% Minorities 25% Women
Mike Rovner Construction, Inc.	Minority	Total: 149 115 Minorities 15 Women 77% Minorities 10% Women

Horizons Construction Co. Int'l Inc.	Non-Minority	Total: 1
		1 Minority
		1 Woman
		100% Minority
		100% Women
Torres Construction	Non-Minority	Total: 97
		85 Minorities
		12 Women
		88% Minority
		12% Women
Morillo Construction, Inc.	Minority	Total: 28
		13 Minorities
		9 Women
		46% Minorities
		32% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## ATTACHMENT B

### Contract Summary

**Project Name:** Kings Road Senior Housing Development General Rehabilitation Project

**Location:** 800 and 801 N. Kings Road, West Hollywood, CA 90069

**Bid Number:** CDC09-169

**Bid Date:** October 29, 2009

**Contractor:** Cal-City Construction, Inc.

**Services:** Interior and exterior rehabilitation of the Kings Road senior housing development that includes the replacement and modernization of two parking lots and adjacent sidewalks; rehabilitation of kitchens and bathrooms; replacement of interior flooring; replacement of deteriorated waterlines; modernization of the administration buildings; painting; lead and asbestos material abatement; and other associated work

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all Addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within two hundred and ten (210) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Three Million Nine Hundred Twelve Thousand and Nine Dollars (\$3,912,009)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$782,401



## **Kings Road Senior Housing Development General Rehabilitation Project**



1. 800 N. Kings Road: The exterior will be painted.



2. 801 N. Kings Road: The exterior will be painted.

## **Kings Road Senior Housing Development General Rehabilitation Project**



3. 800 N. Kings Road: Deteriorated asphalt parking lot will be replaced with concrete parking lot.



4. 801 N. Kings Road: Deteriorated asphalt parking lot will be replaced with concrete parking lot.

## **Kings Road Senior Housing Development General Rehabilitation Project**



5. Kitchen cabinets, sink, faucet, and flooring will be replaced.



6. Bathroom tub, vanity cabinet, faucet, and flooring will be replaced.

## **Kings Road Senior Housing Development General Rehabilitation Project**



7. Single pan aluminum windows will be replaced with double pan vinyl windows.



8. Single pan aluminum sliding doors will be replaced with double pan vinyl sliding doors.

## **Kings Road Senior Housing Development General Rehabilitation Project**



9. Copper waterline replacement.



10. New fire alarm systems.

## **Kings Road Senior Housing Development General Rehabilitation Project**



11. Second and third floor exterior walk-ways surface repair.



12. Termite damage repair.



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of the County of Los Angeles**

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**Gloria Molina**  
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**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 24, 2010

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR WOOD REPAIR AT THE NUEVA  
MARAVILLA HOUSING DEVELOPMENT IN UNINCORPORATED EAST LOS  
ANGELES (DISTRICT 1)**

**SUBJECT**

This letter recommends approval of a Construction Contract (Contract) with CJPRO Inc., to replace termite damaged exterior wood trim on fascia boards, repair, paint, and clean gutters and downspouts, replace community center trellis, and paint all exterior wood trim at the Nueva Maravilla housing development, located at 4919 Cesar E. Chavez Avenue in unincorporated East Los Angeles.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a Contract with CJPRO Inc. to complete the exterior improvements at the Nueva Maravilla housing development, following approval as to form by County Counsel, and using a total of \$258,300 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District and included in the Housing Authority's approved Fiscal Year 2009-2010 budget for this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$51,660 for unforeseen project costs, using the same source of funds.





3. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract to complete exterior improvements at the Nueva Maravilla housing development.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$258,300 in CDBG funds allocated to the First Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2009-2010 budget.

A 20% contingency, in the amount of \$51,660, is also being set aside for unforeseen costs, using the same source of funds. This contingency is recommended because the replacement of exterior wood trim often involves damage not initially visible from the surface.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The scope of work for the exterior improvements at the Nueva Maravilla housing development will replace termite damaged exterior wood trim on fascia boards, repair, paint, and clean gutters and downspouts, replace community center trellis, and paint all exterior wood trim at the Nueva Maravilla housing development.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, CJPRO Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a) (3) (ii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is



exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15301 because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

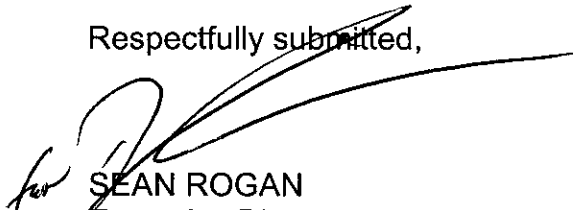
On November 25, 2009, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to all 633 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in seven local newspapers and on the County WebVen website. Thirty-three bid packages were requested and distributed.

On December 23, 2009, eleven bids were received and formally opened. The two lowest bids, submitted by Dan Contractor and Torres Precision W. Construction Inc., did not comply with bid requirements and were rejected as non-responsive. The third lowest bidder, CJPRO Inc., was determined to be the most responsive and responsible and is being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

### **IMPACT ON CURRENT PROJECT**

The award of the Contract will improve the exterior appearance of the Nueva Maravilla housing development, bring the development in compliance with HUD UPCS requirements and continue to provide the residents with decent, safe and sanitary living conditions.

Respectfully submitted,

  
SEAN ROGAN  
Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Nueva Maravilla Termite Wood Repair Project

On November 25, 2009, the following outreach was initiated to identify a contractor for the exterior improvements at the Nueva Maravilla housing development located at 4919 Cesar E. Chavez Avenue in unincorporated Los Angeles County.

#### A. Newspaper Advertising

Announcements appeared in the following seven local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	

An announcement was also posted on the County website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 633 B-licensed contractors, of which 526 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, thirty-three bid packages were requested and distributed.

#### C. Pre-Bid Conference and Site Walk

On December 8, 2009 a mandatory pre-bid conference and site walk was conducted. Thirty-three firms were in attendance.

#### D. Bid Results

On December 23, 2009, a total of eleven bids were received and publicly opened. The base bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
Dan Contractor	\$239,730.00
Torres Precision W. Construction Inc.	\$243,800.00
CJPRO Inc.	\$258,300.00
Advantage Plumbing Group Inc.	\$297,655.00
Titanium Construction Group	\$310,700.00
Federal Building and Roofing	\$310,772.00
W.E. Construction	\$338,500.00

AARAMCO Construction Inc.	\$377,078.00
ZK Construction	\$390,000.00
Fix Painting Company	\$411,500.00
C.T. Georgiou Painting Co.	\$446,000.00

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
CJPRO	Minority-Female	Total: 5 5 Minorities 1 Woman 100% Minorities 20% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Titanium Construction Group	Minority	Total: 5 5 Minorities 1 Woman 100% Minorities 20% Women
Dan Contractor	Minority	Total: 6 6 Minorities 0 Women 100% Minorities 0% Women
Advantage Plumbing Group Inc.	Non-Minority	Total: 7 4 Minorities 1 Woman 57% Minorities 14% Women
Torres Precision W. Construction Inc.	Minority	Total: 5 4 Minorities 1 Woman 80% Minorities 40% Women

Federal Building and Roofing	Minority	Total: 6 6 Minorities 0 Women 100% Minorities 0% Women
ZK Construction.	Non-Minority	Total: 4 3 Minorities 3 Women 75% Minorities 75% Women
Fix Painting Company	Non-Minority	Total: 5 2 Minorities 0 Women 40% Minorities 0% Women
AARAMCO Construction Inc	Non-Minority	Total: 5 0 Minorities 1 Woman 0% Minorities 20% Women
W.E. Construction	Minority	Total: 6 6 Minorities 0 Women 100% Minorities 0% Women
C.T. Georgiou Painting Co.	Non-Minority	Total: 14 11 Minorities 1 Woman 79% Minorities .07% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## ATTACHMENT B

### Contract Summary

**Project Name:** Nueva Maravilla Termite Wood Repair Project  
**Location:** 4919 Cesar E. Chavez Avenue, Los Angeles, CA 90022  
**Bid Number:** CDC09-204  
**Bid Date:** December 23, 2009  
**Contractor:** CJPRO Inc.  
**Services:** Replace termite damaged exterior wood trim on fascia boards, repair, paint, and clean gutters and downspouts, replace community center trellis, and paint all exterior wood trim. The new materials will be painted to match existing surfaces of the buildings.

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all Addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within ninety (90) calendar days following the required commencement date.

**Liquidated Damages:** In the event of a breach of contract by the Contractor, his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Two Hundred Fifty-Eight Thousand Three Hundred Dollars and Zero Cents (\$258,300.00)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$51,660.00

## Maravilla Wood Replacement



1) Nueva Maravilla Community



2) Damaged facia

## Maravilla Wood Replacement



3) Damaged shed trim



4) Damaged gable trim



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

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**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 24, 2010

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR AIR CONDITIONER REPLACEMENT  
AT THE QUARTZ HILL I AND II HOUSING DEVELOPMENTS IN UNINCORPORATED  
QUARTZ HILL (DISTRICT 1)**

**SUBJECT**

This letter recommends approval of a Construction Contract (Contract) with Western Group Inc. for Heating, Ventilating, and Air Conditioning (HVAC) improvements that include the replacement of 40 existing unit roof mounted evaporative coolers with 40 air conditioning units, related electrical upgrades, drywall patching, painting and new water shut off valves at the Quartz Hill I and II housing developments, located at 5028 West Avenue L-12 and 42051 51<sup>st</sup> Street in unincorporated Quartz Hill.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a Contract with Western Group Inc., for Heating, Ventilating, and Air Conditioning (HVAC) improvements at the Quartz Hill I and II housing developments, following approval as to form by County Counsel, and using a total of \$346,000 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2009-2010 budget for this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$34,600 for unforeseen project costs, using the same source of funds.





3. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract to complete HVAC improvements at the Quartz Hills I and II housing developments.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$346,000 in CFP funds allocated by HUD and included in the Housing Authority's approved Fiscal Year 2009-2010 budget. A 10% contingency, in the amount of \$34,600, is also being set aside for unforeseen costs, using the same source of funds.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The scope of work at the Quartz Hill housing developments includes the replacement of roof mounted evaporative coolers with air conditioners, electrical upgrades, related drywall patching, painting and new water shut off valves.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Western Group Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

#### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a) (3) (ii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15301 because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

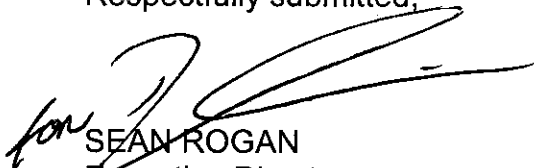
On December 8, 2009, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to all 633 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in seven local newspapers and on the County WebVen website. Twenty-one bid packages were requested and distributed.

On December 28, 2009, eight bids were received and formally opened. The lowest bid, submitted by ZK Contruction, did not comply with bid requirements and was rejected as non-responsive. The second lowest bidder, Western Group Inc., was determined to be the most responsive and responsible and is being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

### **IMPACT ON CURRENT PROJECT**

The award of the Contract will improve the quality of life for the Quartz Hill I and II housing developments residents and continue to provide decent, safe, and sanitary living conditions.

Respectfully submitted,

  
SEAN ROGAN  
Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Quartz Hill I and II HVAC Improvements

On December 8, 2009, the following outreach was initiated to identify a contractor for the HVAC improvements at the Quartz Hills I and II housing developments located at 5028 West Avenue L-12 and 42051 51<sup>st</sup> Street in unincorporated Quartz Hill.

#### A. Newspaper Advertising

Announcements appeared in the following seven local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	

An announcement was also posted on the County website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 633 B-licensed contractors, of which 526 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, Twenty-one bid packages were requested and distributed.

#### C. Pre-Bid Conference and Site Walk

On December 18, 2009 a mandatory pre-bid conference and site walk was conducted. Twenty-one firms were in attendance.

#### D. Bid Results

On December 28, 2009, a total of eight bids were received and publicly opened. The base bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
ZK Construction	\$319,000.00
Western Group Inc.	\$346,000.00
TK Construction Co.	\$362,640.00
C.A.S. General Contractor	\$366,700.00
AC Pros Inc	\$393,800.00

JMS Airconditioning & Appliance Inc.	\$467,927.00
Excel Select Builders inc.	\$487,259.00
Fine Woodworking By Joe Hodge	\$511,000.00

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Western Group Inc	Non-Minority	Total: 22 16 Minorities 2 Women 72% Minorities 9% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
ZK Construction	Non-Minority	Total: 1 0 Minorities 0 Women 0% Minorities 0% Women
TK Construction	Minority	Total: 4 4 Minorities 0 Women 100% Minorities 0% Women
C.A.S. General Contractor	Minority	Total: 3 3 Minorities 0 Women 100% Minorities 0% Women
AC Pros Inc	Women Enterprise	Total: 8 3 Minority 3 Women 38% Minorities 38% Women

JMS Air Conditioning	Non-Minority	Total: 36 25 Minorities 6 Women 69% Minorities 17% Women
Excel Select Builders Inc	Non-Minority	Total: 7 0 Minorities 2 Women 0% Minorities 29% Women
Fine Woodworking	Non-Minority	Total: 20 2 Minorities 1 Woman 1% Minorities .5% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## ATTACHMENT B

### Contract Summary

**Project Name:** Quartz Hill Air Conditioner Replacement  
**Location:** 5028 West Avenue L-12 and 42051 51<sup>st</sup> Street, Quartz Hill, CA 93536  
**Bid Number:** CDC09-220  
**Bid Date:** December 28, 2009  
**Contractor:** Western Group Inc.  
**Services:** Removal of the existing 40 roof mounted evaporative coolers and replacing them with 40 air conditioning units. Perform the related electrical upgrades, drywall patching, painting and new water shut off valves at each unit.

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all Addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within sixty (60) calendar days following the required commencement date.

**Liquidated Damages:** In the event of a breach of contract by the Contractor, his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

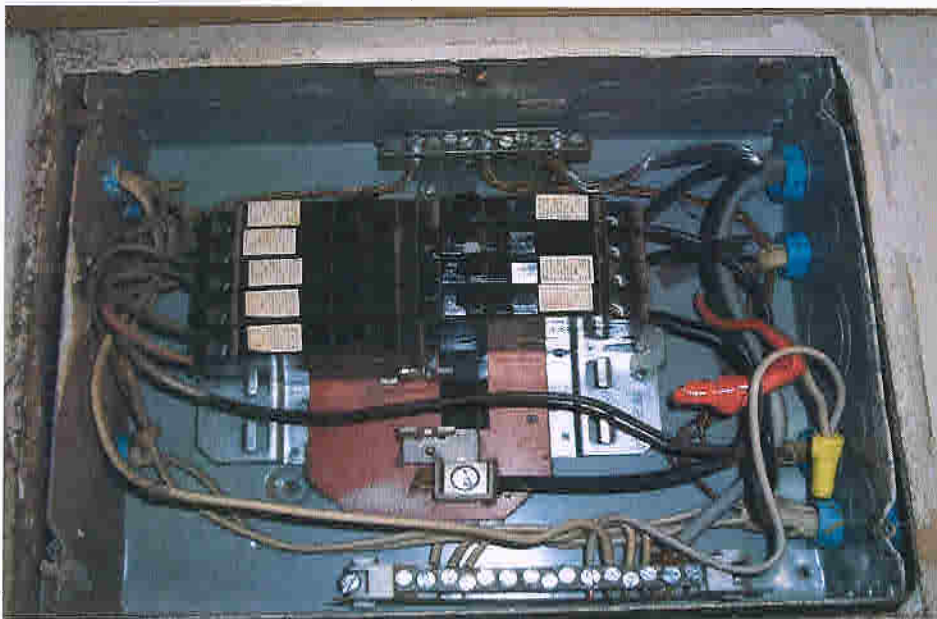
**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Three Hundred Forty-Six Thousand Dollars and Zero Cents (\$346,000)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$34,600

## Quartz Hill Air Conditioners



1) Quartz Hill Community



2) Electrical upgrades will be performed

## Quartz Hill Air Conditioners



3) Air handlers will be modified



4) Existing evaporative coolers will be replaced with air conditioners





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Administrative Office

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**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 24, 2010

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**AUTHORIZE USE OF SECTION 8 ADMINISTRATIVE FUNDS TO PROVIDE LEASED  
VEHICLES WITH A FULL MAINTENANCE SERVICE PROGRAM  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends authorizing the use of \$110,000 in Section 8 administrative funds for a contract with Enterprise Fleet Management to provide leased vehicles with a full maintenance service program. The lease term is five years and provides five 2010 Ford Focus sedans for the Antelope Valley Section 8 inspectors.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

Recommend that the Board of Commissioners authorize the Executive Director to use up to \$110,000 in Section 8 administrative funds to fund a five-year contract between Enterprise Fleet Management and the Community Development Commission (Commission) to provide five leased vehicles with a full maintenance service program for Antelope Valley Section 8 inspectors.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to authorize the use of funds to provide five leased vehicles with a full maintenance service program for the Section 8 inspectors in Lancaster.

**FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The contract will be funded with a total of \$110,000 Section 8 administrative funds over a five-year period. Funding through June 30, 2010 is included in the Housing Authority's approved Fiscal Year 2009-10 budget. Funds for future years will be requested through the Housing Authority's annual budget process.

A ten percent contingency over five years, in the amount of \$11,000, is being set aside for unforeseen costs, using the same source of funds.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract with Enterprise will be executed by the Commission, which maintains the fleet for both the Commission and the Housing Authority.

**IMPACT ON CURRENT PROJECT**

The vehicles will allow the Section 8 inspectors in Lancaster to have their own vehicles, which can be maintained in Antelope Valley, avoiding frequent trips between Commission headquarters and Lancaster for vehicle maintenance.

Respectfully submitted,



SEAN ROGAN  
Executive Director



**HOUSING AUTHORITY  
of the County of Los Angeles**

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**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

February 24, 2010

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**CONCURRENCE TO APPROVE CONSTRUCTION CONTRACT FOR COMMON  
AREA FLOORING REPLACEMENT AT FOUR WEST COUNTY HOUSING  
DEVELOPMENTS (DISTRICT 3)**

**SUBJECT**

This letter recommends approval of a construction contract with JR Universal Construction, Inc. to replace common area flooring at the following housing developments: Marina Manor I and II housing developments located at 3401 and 3405 Via Dolce in unincorporated Marina Del Rey, Palm Apartments located at 959 Palm Avenue in the City of West Hollywood and West Knoll Apartments located at 838 West Knoll Avenue in the City of West Hollywood.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Concur with the Board of Supervisors/Commissioners' action to award and authorize the Executive Director to execute and if necessary terminate a contract with JR Universal Construction, Inc. to complete the replacement of common area flooring and other associated work at the Marina Manor I and II housing developments, Palm Apartments and West Knoll Apartments, using \$335,171 in American Recovery and Reinvestment Act Capital Fund Program (ARRA CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) for this purpose.
2. Concur with the Board of Supervisors/Commissioners' action and authorize the Executive Director to approve contract change orders not exceeding \$67,034 for unforeseen project costs, using the same source of funds.



3. Concur with the Board of Supervisors/Commissioners' action and authorize the Executive Director to incorporate \$402,205 in ARRA CFP funds into the Housing Authority's approved Fiscal Year 2009-10 budget for the purposes described above.
4. Concur with the Board of Supervisors/Commissioners' action and find that approval of the contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The proposed contract will provide for the replacement of common area flooring and associated work at Marina Manor I and II housing developments, Palm Apartments and West Knoll Apartments.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The improvements will be funded with \$335,171 in ARRA CFP funds allocated by HUD, which will be incorporated in the Housing Authority's approved Fiscal Year 2009-10 budget.

A 20% contingency, in the amount of \$67,034, is also being set aside for unforeseen costs, using the same source of funds. The contingency is recommended because flooring replacement often involves unforeseen conditions extending further than initially identified in the scope of work.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The scope of work for the proposed contract includes the following items:

#### **Marina Manor I and II**

- Replacement of existing common area flooring in hallways, community rooms and bathrooms with vinyl composition tile.
- Waterproofing of concrete walkways with Dexotex.

#### **Palm Apartments**

- Replacement of existing common area flooring in hallways and community rooms with vinyl composition tile.

#### West Knoll Apartments

- Replacement of existing common area flooring in hallways, community rooms and bathrooms with vinyl composition tile.

It is anticipated that the entire project will be completed within 425 calendar days following the commencement date.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, JR Universal Construction, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

#### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a) (3) (iii), this action is Categorical Excluded from the National Environmental Policy Act because it involves activities that will not alter existing environmental conditions. It is Categorical Exempt from the provisions of the CEQA pursuant to State CEQA Guidelines Section 15301(a), because it does not have the potential for causing a significant effect on the environment.

#### **CONTRACTING PROCESS**

On December 18, 2009, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject properties. Invitations for Bids were mailed to all 652 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in seven local newspapers and on the County website. Seven bid packages were requested and distributed.

On January 13, 2010, four bids were received and formally opened. JR Universal Construction, Inc. submitted the lowest bid and is being recommended for the contract award. The Summary of Outreach Activities is provided as Attachment A.

#### **IMPACT ON CURRENT PROJECT**

The replacement of common area flooring at the Marina Manor I and II housing developments, Palm Apartments and West Knoll Apartments will continue to provide the residents with decent, safe and sanitary living conditions.

Honorable Housing Commissioners  
February 24, 2010  
Page 4

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SEAN ROGAN', is written over the printed name and title. The signature is stylized with a large, sweeping 'S' and 'R'.

SEAN ROGAN  
Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities West County Common Area Flooring Project

On December 18, 2009, the following outreach was initiated to identify a contractor for the exterior improvements at the Marina Manor I and II housing development located at 3401 and 3405 Via Dolce, Marina Del Rey, CA 90282; Palm Apartments located at 959 Palm Ave, West Hollywood, CA 90069; and West Knoll Apartments located at 838 West Knoll Ave, West Hollywood, CA 90069.

#### A. Newspaper Advertising

Announcements appeared in the following seven local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	

An announcement was also posted on the County Web Site.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 652 B-licensed contractors, of which 526 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, seven bid packages were requested and distributed.

#### C. Pre-Bid Conference and Site Walk

On January 5, 2010, a mandatory pre-bid conference and site walk was conducted. Fifteen firms were in attendance.

#### D. Bid Results

On January 13, 2010, a total of four bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
JR Universal Construction, Inc	\$335,171.00
Continental Flooring Co	\$388,218.00
Reliable Floor Covering Inc.	\$412,414.00
Imex Construction & Development	\$548,800.00

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
JR Universal Construction, Inc.	Minority	Total: 36 35 Minorities 3 Women 98% Minorities 9% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Continental Flooring Company	Non-Minority	Total: 34 2 Minorities 20 Woman 6% Minorities 59% Women
Reliable Floor Covering Inc	Non-Minority	Total: 35 28 Minorities 1 Woman 80% Minorities 3% Women
Imex Construction & Development, Inc	Minority	Total: 3 3 Minorities 1 Women 100% Minorities 34% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.



## ATTACHMENT B

### Contract Summary

**Project Name:** West County Common Area Flooring Project  
**Location:** 3401 and 3405 Via Dolce, Marina Del Rey, CA 90282, 959 Palm Ave, West Hollywood, CA 90069, and 838 West Knoll Ave, West Hollywood, CA 90069  
**Bid Number:** CDC09-203  
**Bid Date:** January 13, 2010  
**Contractor:** JR Universal Construction Inc.  
**Services:** To replace existing flooring with vinyl composition tile and associated work for Marina Manor I and II housing development located at 3401 and 3405 Via Dolce, Marina Del Rey, CA 90282, Palm Apartments housing development located at 959 Palm Ave West Hollywood, CA 90069, and West Knoll Apartments housing development located at 838 West Knoll Ave, West Hollywood, CA 90069, in the unincorporated Los Angeles County.

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all Addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within one hundred twenty (120) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Five Hundred Dollars and Zero Cents (\$500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **THREE HUNDRED THIRTY-FIVE THOUSAND ONE HUNDRED SEVENTY-ONE DOLLARS AND ZERO CENTS (\$335,171)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$67,034